

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

43

JUNE 22, 2004

**FROM: ROBERTA YORK, DIRECTOR  
PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: SUPPLEMENTAL GRANT APPLICATION TO ADMINISTRATION FOR  
CHILDREN AND FAMILIES**

**RECOMMENDATION:** Approve applications and authorize the submission of supplemental grant applications to Administration for Children and Families for Fiscal Year 2004/2005 funding in the following areas:

<u>FUNDING TYPE</u>	<u>AMOUNT</u>	<u>GRANT DUE DATE</u>
COLA	\$519,944	June 25, 2004
One-Time Supplemental Funds	\$249,933	June 25, 2004

**BACKGROUND:** The Administration for Children and Families (ACF) has made Cost of Living Adjustment (COLA) and "One-Time" Supplemental funding available to supplement the Preschool Services Departments (PSD) base funding for the Head Start program for Fiscal Year (FY) 04/05. PSD intends to apply for this supplemental funding according to the ACF guidelines, which outline the specific use for these funds.

The COLA funding can be used to pay for staff salary increases, benefits, and training costs for PSD staff and 4 Delegate Agencies.

PSD proposes to use the COLA funding as follows:

1. \$300,000 for the increased health benefits costs for all contract employees.
2. \$185,858 for the 3% COLA for classified employees, as per the County of San Bernardino Memorandum of Understanding (MOU).
3. Award \$34,086 COLA to the 4 Delegate Agencies for staff salary, benefits, and training.

ACF Regional Office has funds available that can be used to help address one-time, non-recurring funding needs. Such expenses may include facility purchase or renovation, replacing out-of-date equipment, transportation needs, and correcting deficiencies.

Page 1 of 2

Record of Action of the Board of Supervisors

43

**SUPPLEMENTAL GRANT APPLICATIONS TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES**

**June 22, 2004**

**Page 2 of 2**

43

PSD proposes to use the One-Time Supplemental funding for facility construction/purchase. The existing North Redlands Head Start Center at 1323 6<sup>th</sup> Street is targeted for closure due to the street adjacent to the site being widened by the City of Redlands. A space request was approved by the CAO's office (including a playground), to replace the location. A new site was selected at Lugonia Avenue and Utah Street. The City of Redlands Planning Commission approved the project on January 6, 2004. The expected occupancy is mid 2005. Costs associated with relocating the Head Start Center and acquiring a new site are estimated to be \$249,933.

When approved, these grants will be effective July 1, 2004 through June 30, 2005.

**REVIEW AND APPROVAL BY OTHERS:** These applications have been reviewed by the PSD Policy Council on June 21, 2004, the PSD Shared Governance Board on June 9, 2004, and the Office of County Counsel (Julie Surber, Deputy County Counsel, 387-4119) on June 8, 2004. The item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst, 388-0356) on June 8, 2004 and by HSS Finance (John Hallen, Administrative Analyst, 388-0208) on June 8, 2004.

**FINANCIAL IMPACT:** Approval of these grant applications will result in no additional cost to the County. If the applications are approved, the resulting combined revenue of \$769,877 will be 100% Federally funded by the Administration for Children and Families through the Federal Head Start Program.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends this action, as the revenue received under the Head Start Program is 100% reimbursed by the Federally funded Head Start Program.

**SUPERVISORIAL DISTRICT (S):** All

**PRESENTER:** Roberta York, Director, Preschool Services Department (909) 387-2355

43